

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION (corrected)**

DATE: October 25, 2004

TIME: 4:30 p.m.

LOCATION: Central Library
Board Room – Third Floor
315 South Rose Street
Kalamazoo, Mi 49007

President Godfrey called the meeting to order at 4:30 p.m.

PRELIMINARY BUSINESS

Roll Call: Trustees present: Cynthia Addison, Loren Dykstra, Robert Brown, Amy DeShon, Lisa Godfrey and James VanderRoest. Absent: Donald Brown

Approval of Agenda: Mr. VanderRoest asked to add an item, VII. B., which was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

There were no recognitions, resolutions or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

A. Minutes of the Regular Meeting of September 27, 2004

B. Personnel Items

Sam Hughes moved into the position of .6 time, Library Assistant 3, assigned to Loan and Outreach Services, on October 1, 2004. Mr. Hughes joined the hourly staff in 1999 while a high school student and has worked in a variety of library agencies as a library aide. In addition to working part-time at KPL, he is a student at KVCC.

Sue Brower will retire effective December 1, 2004. Ms. Brower has been a half-time library assistant in Local History for many years. She joined the staff in 1980 as a switchboard operator.

Disposition: The board accepted the Minutes of the Meeting of September 27, 2004 and the Personnel Items as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending September 30, 2004

Recommendation: Director Amdursky recommended the board accept the Financial Reports for the period ending September 30, 2004.

MOTION: **IT WAS MOVED BY THE FINANCE & BUDGET COMMITTEE AND SUPPORTED BY MR. DYKSTRA TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING SEPTEMBER 30, 2004 AS RECOMMENDED.**



MOTION CARRIED 6-0.

The Financial Reports for the period ending September 30, 2004 were accepted.

V. REPORTS AND RECOMMENDATIONS

ACTION ITEMS

A. 2003/2004 Audit

Recommendation: **Mr. Amdursky recommended the board accept the Kalamazoo Public Library 2003/2004 Financial Statements and Independent Auditor's Report, Year Ended June 30, 2004.**

Executive Summary: The Finance & Budget Committee met October 21, 2004 to review the audit materials for the year ended June 30, 2004. Both the comments given and the report presented by the auditors were very good. The Independent Auditor's Report noted no exceptions to generally accepted accounting principles and reported a "clean" audit.

This year the financial statements and accompanying materials were presented in accordance with Governmental Account Standards Board pronouncement No. 34 (GASB 34). GASB 34 requires the presentation of government-wide financial position and activity similar to that required of corporations and non-governmental organizations.

The Committee recommended acceptance of the report as presented by our auditors, Siegfried Crandall, P.C.

Discussion: Mr. William Sage from Siegfried Crandall, P.C. was in attendance and noted the audit reflects an accurate report of KPL's financial status and is a "clean" audit. He complimented Ms. Schiller, Business Manager, for implementing and maintaining good financial controls and record keeping. He added that although most business managers relied on their auditors to implement GASB 34, Ms. Schiller did an extraordinary job implementing it herself. He was also complimentary to the rest of the staff involved with finances.

President Godfrey thanked Mr. Sage for his attendance and comments, and for reminding the board what a valuable person they have in Ms. Schiller.

MOTION: **THE FINANCE & BUDGET COMMITTEE MOVED AND MS. DESHON SUPPORTED ACCEPTANCE OF THE 2003/2004 AUDIT REPORT.**



Motion carried 6-0.

B. KPLA Contract Ratification

Recommendation: **Mr. Amdursky recommended the board ratify the "Agreement between Kalamazoo Public Library and the Kalamazoo Professional Librarian Association (KPLA)."**

Executive Summary: A tentative agreement was reached between the parties on October 1. It was ratified by the KPLA on October 12. Provisions of the contract have been outlined for trustees. It is a four-year agreement, expiring June 30, 2008.

Upon ratification by the board, the two negotiating teams will sign the agreement.

Mr. Bill Dungee, MEA Uniserv Director, told the board negotiations with KPL management staff on behalf of both the KPLA and the KPLSP were congenial and constructive.

MOTION: IT WAS MOVED BY ROBERT BROWN AND SUPPORTED BY MR. VANDERROEST TO RATIFY THE CONTRACT WITH KPLA AS RECOMMENDED.



Motion carried, 6-0. The contract with KPLA was ratified.

President Godfrey thanked Mr. Dungee for his comments and expressed her appreciation to him, the union negotiating teams, and the management negotiating team for their good work.

C. KPLSP Contract Ratification

Recommendation: Mr. Amdursky recommended the board ratify the “Agreement between Kalamazoo Public Library and the Kalamazoo Public Library Support Personnel (KPLSP).”

Executive Summary: A tentative agreement was reached between the parties on September 20. It was ratified by the KPLSP on October 5. Provisions of the contract have been outlined for trustees. It is a five-year agreement, expiring June 30, 2009.

Upon ratification by the board, the two negotiating teams will sign the agreement.

MOTION: IT WAS MOVED BY MS. ADDISON AND SUPPORTED BY ROBERT BROWN TO RATIFY THE CONTRACT WITH KPLSP AS RECOMMENDED.



Motion carried, 6-0. The contract with KPLSP was ratified.

D. Purchasing Policy

Recommendation: The director recommended the board approve a revised “Purchasing Policy”.

Executive Summary: Our current policy was written in 1992. In retrospect, it is really more of an outline of procedures than a policy. The proposed revision is consistent with those of other governmental units and reflects our growth and complexity over the last twelve years.

This policy was reviewed and recommended by the Finance and Budget Committee.

MOTION: IT WAS MOVED BY MS. DESHON AND SUPPORTED BY MS. ADDISON TO APPROVE THE “PURCHASING POLICY” AS RECOMMENDED.



Motion carried 6-0. The “Purchasing Policy” was approved.

E. Disposition of Materials, Furniture & Equipment Policy

Recommendation: The director recommended board approval of a revised “Disposition of Materials, Furniture and Equipment Policy.”

Executive Summary: The original policy for disposition of KPL property was written in 1992 and revised two years later. Neither addressed books and other collection materials, only furniture and equipment.

The proposed revision of the policy includes library materials as well as furniture and equipment. It reflects some opportunities for disposition of items that were not available in 1992 or 1994.

The was reviewed and recommended for approval by the Finance and Budget Committee.

MOTION: IT WAS MOVED BY THE COMMITTEE AND SUPPORTED BY MS. ADDISON TO APPROVE THE REVISED “DISPOSITION OF MATERIALS, FURNITURE AND EQUIPMENT POLICY” AS RECOMMENDED.



Motion carried 6-0.

F. Closing of Kalamazoo Community Foundation/Kalamazoo Public Library Fund

Recommendation: Mr. Amdursky recommended the “Kalamazoo Community Foundation/Kalamazoo Public Library Fund be closed out and the balance transferred to the operational budget.

Executive Summary: This account was established at the Kalamazoo Community Foundation when we expected to set up an endowment there. Instead the decision was made to set up our own endowment so this fund has not been used. It was originally funded with money from undesignated gifts and the operational budget.

The plan would be to close the fund and transfer the money to the operational budget to be used for some recently identified collection needs and to experiment with some digital delivery opportunities.

The balance in the account as of June 30, 2004, was \$10,305.77.

This recommendation was reviewed and recommended for approval by the Finance and Budget Committee.

MOTION: IT WAS MOVED BY THE COMMITTEE AND SUPPORTED BY MR. VANDERROEST TO APPROVE CLOSING THE KALAMAZOO PUBLIC LIBRARY FUND WITHIN THE KALAMAZOO COMMUNITY FOUNDATION AND MOVE THE BALANCE TO THE OPERATIONAL BUDGET AS RECOMMENDED.



Motion carried 6-0.

G. Expenditure Request: KPL Local History and Community Information Service Fund Within the Kalamazoo Community Foundation

Recommendation: Mr. Amdursky recommended authorizing the expenditure of up to \$4000 from the “Kalamazoo Community Foundation/Kalamazoo Public Library Fund – Local History and Community Information Service Fund” for substitute staff to cover the local history desk to allow the local history librarian to develop additional web pages.

Executive Summary: The director provided trustees with a memo from Catherine Larson, the local history specialist, outlining the work she would like to do on local history webpages.

As of June 30, the last financial report from the Kalamazoo Community Foundation, there was a balance of \$103,950.33 in this account.

This recommendation was reviewed and recommended for approval by the Finance and Budget Committee.

MOTION: IT WAS MOVED BY THE COMMITTEE AND SUPPORTED BY ROBERT BROWN TO AUTHORIZE THE EXPENDITURE OF UP TO \$4000 FROM THE "KALAMAZOO COMMUNITY FOUNDATION/KALAMAZOO PUBLIC LIBRARY FUND – LOCAL HISTORY AND COMMUNITY INFORMATION SERVICE FUND" FOR SUBSTITUTE STAFF TO COVER THE LOCAL HISTORY DESK TO ALLOW THE LOCAL HISTORY LIBRARIAN TO DEVELOP ADDITIONAL WEB PAGES.

Discussion: Trustees were very supportive of the project as described.



Motion carried 6-0.

REPORTS

There were no reports.

V. COMMITTEE REPORTS

- A. Finance & Budget Committee – no report.
- B. Personnel Committee – no report.
- C. Endowment Fund Governance Committee – no report

VII. OTHER BUSINESS

A. Directors Report

Mr. Amdursky told the board representatives from the Kokomo Library visited KPL's central library recently and were very impressed. Six years after the building project the building still looks very good – a credit to Ernie Clemence, Head of Facilities Management, and his staff.

He also noted that in the future significant effort will need to be devoted to trying to get the urban agenda noticed at the federal level. The discussion about how to address urban issues will be important to libraries as demographic changes affect them.

Mr. Dykstra noted he has recently visited three booming areas and all three are municipalities that have merged their city and county governments. It seems to be a highly successful approach to dealing with urban problems – he endorses the library's involvement in those types of issues as they arise.

B. Director's Retirement

Mr. VanderRoest noted that Mr. Amdursky previously notified trustees he has accepted the position of executive officer of Fraser Valley Library District in British Columbia, Canada. He asked for an executive session to conduct a final performance evaluation.

Mr. VanderRoest proposed the following resolution be read into the minutes and adopted by the board:

RESOLUTION OF THE KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES

At a meeting of said Board held October 25, 2004, it was unanimously adopted that:

Whereas, **Saul J. Amdursky** has notified this Board that he has accepted employment as Director of the Fraser Valley Library District in British Columbia, Canada, and that to accept such employment, he will retire as **Director** of the **Kalamazoo Public Library** effective November 30, 2004, and

Whereas, **Mr. Amdursky** has served as **Director** of the **Kalamazoo Public Library** since June 15, 1987, and

Whereas, during **Mr. Amdursky's** tenure and as a result of his leadership, the **Kalamazoo Public Library** has achieved unparalleled success in delivering top quality library service to its patrons and the community, and

Whereas, during **Mr. Amdursky's** tenure the **Kalamazoo Public Library** has, through of his leadership:

- Been established as an independently governed municipal corporation under the Michigan District Library Act, largely due to **Mr. Amdursky's** efforts;
- Seen the adoption by substantial majorities of the voters of this District of two long-term property tax levies to secure the **Library's** ability to provide outstanding service, evidence of **Mr. Amdursky's** responsible stewardship and the trust he has established with the public;
- Taken a leading role in the timely adoption of library technology including computer-based library catalogs and resources, non-print materials, internet access, and an innovative and constantly improving home site on the world wide web;
- Enjoyed a physical renaissance by the renovation, reconfiguration, and reconstruction of the buildings of the **Library**, in an architecturally distinguished and fiscally responsible manner, through a building campaign in which enhancing future service to the public was the paramount consideration and crowning achievement;
- Demonstrated a continuing and profound commitment to community improvement by championing the public good, recognizing the importance of diversity and striving to equalize opportunity for the disadvantaged, fostering economic development, working to improve the quality of life in neighborhoods in which **Library** facilities are located, collaborating with other units of government, non-governmental organizations, and the private sector, and increasing public awareness of the **Library** and its benefits to the community;
- Received recognition in the community and nationally as a creative, significant, and progressive institution, culminating in the **Kalamazoo Public Library** being named by *Library Journal* and Thompson-Gale **Library of the Year** in 2002; and

Whereas, it is appropriate to recognize **Mr. Amdursky's** contribution to all these accomplishments by virtue of his extraordinary vision, persuasiveness, leadership, professionalism, competence, good stewardship, and example, and on behalf of the people of the **Kalamazoo Public Library District** and all members of the community, the Staff of the Library, and this Board, collectively and individually, to express thanks and admiration to **Mr. Amdursky**, and to honor his service,

It is Therefore **Resolved**, that on the occasion of his retirement **Saul J. Amdursky** is recognized for his **outstanding leadership, formidable record of achievement, and unstinting dedication to public service** as **Director of the Kalamazoo Public Library** from June 15, 1987, through November 30, 2004, and

Further **Resolved**, that in recognition of his able service, the Rotunda area of the Central facility of the Kalamazoo Public Library shall henceforth be known as the **Saul J. Amdursky Rotunda**.

Kalamazoo Public Library Board of Trustees

Lisa A. Godfrey, President
Cynthia Addison
Donald J. Brown
Robert Paul Brown
Amy DeShon
Loren J. Dykstra
James E. VanderRoest

MOTION: IT WAS MOVED BY MR. VANDERROEST AND SUPPORTED BY MS. ADDISON TO ADOPT THE RESOLUTION AS PRESENTED.

Roll Call Vote: Robert Brown – yes; Mr. VanderRoest – yes; Mr. Dykstra – yes; Ms. DeShon –yes; Ms. Addison – yes; Ms. Godfrey – yes.



Motion carried 6-0. The Resolution was adopted.

Mr. Amdursky thanked the board. He said it is difficult for him to accept compliments, but he was humbled by their action and very appreciative of their support. He credited the success KPL has experienced to the board and staff.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

Mr. Bill Dungee, MEA Uniserv Director, said he became involved with the unions at KPL two years ago and has worked with the library's executive staff during that time. He was pleasantly surprised by their candor and professionalism. KPL has an exceptional staff and it has been a pleasure to work with them. He congratulated Mr. Amdursky on his new position.

President Godfrey thanked Mr. Dungee for his comments and agreed that KPL has an exceptional staff.

IX. TRUSTEE COMMENTS

Mr. VanderRoest said he anticipated Saul's comments sharing the credit for KPL's success and had an appropriate quote to share. "A bad leader is despised, a good leader is recognized and accoladed, and of a great leader the people say, we did it all ourselves." He thinks the fact that we all feel everyone was part of KPL's success (and we were) also speaks to Mr. Amdursky's leadership. He thinks at this time it is appropriate to recognize leadership where we find it.

X. EXECUTIVE SESSION

MOTION: IT WAS MOVED BY MR. VANDERROEST AND SUPPORTED BY ROBERT BROWN TO MOVE TO EXECUTIVE SESSION AS REQUESTED BY THE DIRECTOR TO CONDUCT A FINAL PERFORMANCE EVALUATION.

Roll Call Vote: Mr. Brown – yes; Mr. VanderRoest – yes; Mr. Dykstra – yes; Ms. DeShon – yes; Ms. Addison – yes; President Godfrey – yes.



Motion carried 6-0.
The meeting moved to executive session at 5:15 p.m.

MOTION: MR. VANDERROEST MOVED AND MS. DESHON SUPPORTED A RETURN TO PUBLIC SESSION.

Roll Call Vote: Mr. Brown – yes; Mr. VanderRoest – yes; Mr. Dykstra – yes; Ms. DeShon – yes; Ms. Addison – yes; President Godfrey – yes.



Motion carried 6-0.
The meeting returned to public session at 6:05 p.m.

Appointment of an Acting Director

Presentation: President Godfrey said the board needs to appoint an Acting Director for the period of time between Mr. Amdursky's departure and the appointment of a permanent director.

MOTION: MR. VANDERROEST MOVED AND MS. DESHON SUPPORTED THE APPOINTMENT OF ANN ROHRBAUGH, CURRENTLY THE ASSISTANT DIRECTOR FOR LIBRARY OPERATIONS, TO THE POSITION OF ACTING DIRECTOR EFFECTIVE NOVEMBER 30, 2004 OR UPON MR. AMDURSKY'S DEPARTURE.

Mr. VanderRoest asked Ms. Rohrbaugh if she was interested in serving as Acting Director. She indicated that she was interested.



Motion carried 6-0.

Ms. Rohrbaugh said she was pleased to be considered, accepted the appointment and expressed her appreciation for the confidence the board placed in her.

MOTION: IT WAS MOVED BY MR. VANDERROEST AND SUPPORTED BY MS. DESHON TO DIRECT A SUB-COMMITTEE OF THE BOARD TO CONSIDER TWO IDENTIFIED INTERNAL CANDIDATES FOR THE DIRECTOR POSITION BEFORE DETERMINING WHETHER TO RECOMMEND A NATIONAL SEARCH FOR A NEW DIRECTOR.



Motion carried 6-0.

President Godfrey asked Ms. Addison and Mr. VanderRoest to join her in serving on a sub-committee to begin consideration of how to proceed in filling the directorship of the library.

Both Ms. Addison and Mr. VanderRoest agreed to serve on the sub-committee.

Ms. Godfrey and Mr. VanderRoest reported they had discussed asking the municipalities that comprise our district if they would like to adopt proclamations in acknowledgement of Mr. Amdursky's service. Hearing no objections, she indicated they would pursue that idea.

XI. ADJOURNMENT

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 6:15 p.m.

Amy DeShon, Secretary